

Satanta Grade School, in partnership with parents, students, and community will provide a positive learning environment dedicated to meeting the educational needs of all students.

Welcome to Satanta Grade School!

This handbook provides you with information concerning the policies and rules established for the safety and welfare of the children attending this school. If you have any concerns about your child's academic or social progress, please contact your child's teacher(s) or contact me.

Leanne Tschanz, Principal

Character Counts

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing

Respect

Treat others with respect • Use good manners, not bad language • Be considerate of the feeling of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Obey laws and rules • Respect authority • Be a good neighbor

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General Information / School Day

To increase the safety of the students, the building will be locked once school begins. The front doors will remain unlocked and may be used to enter the school. Please report to the office upon entering the building.

Breakfast Served.....7:35–7:55 a.m.

Parents should not bring or send their child to the school any earlier than 7:30 a.m. to eat breakfast. Parents are to drop students at the front of the building and students will go to the cafeteria. Do not use the back parking lot where the buses unload.

School Day.....8:00 a.m.–3:15 p.m.

Students not eating breakfast should arrive no earlier than 8:00 a.m.

Students Enter Classrooms.....8:00 a.m.

Tardy Bell.....8:05 a.m.

If students are not in the classroom when the tardy bell rings, they will make up that time either during recess or after school.

Preschool & Kindergarten Students dismissed.....3:12 p.m.

Preschool and Kindergarten town students will be dismissed at the front entrance.

Students Dismissed.....3:15 p.m.

At the end of the day, students will **exit from the door(s) closest to their classrooms**, except for **bus students who will exit from the double doors in the gym**. If students are to walk with siblings, please arrange a place for them to meet. **Parents** picking up students should **park in the front of the school** and not use the back parking lot.

Students are not to be in the school or school grounds after 3:15 unless directly supervised by a staff member.

Enrollment - Proof of Identity, Physicals and Immunizations

The State of Kansas requires that all students entering school have a certified birth certificate, social security number, and current immunizations. These items will be required before entering Satanta Grade School and the student must provide proof of immunizations. Students without the proper documentation are not allowed to attend school until they receive the immunizations or the family makes arrangements with the principal. In addition, all students under eight years of age must have a health physical prior to attending. This is recommended by the state and is a USD 507 policy. Enrollment forms must also be completed and text fees paid prior to the student being assigned to a classroom.

Initial placement of students transferring from non-accredited schools will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change: 1) phone numbers for home or parents' work; 2) mailing or street address; and/or 3) emergency contacts.

Breakfast, Lunch, and Textbook Fees

Current textbook, breakfast, and lunch prices are available from the school office.

Free or reduced breakfasts & lunches are provided for students who qualify under district, state, and federal rules and regulations governing this program. The necessary forms are available from the office and must be filled out annually. If your child is approved for meal benefits, you must tell the school when your household income increases or when your household size decreases.

Breakfast and lunch menus are available on the district's website, www.usd507.org and will be sent home with students at the beginning of each month.

Each family is assigned a lunch account number. Any amount of money may be deposited in the account. Each time the student eats breakfast or lunch, the cost will be deducted from the account balance. Families should make a deposit in your child's account each month. If lunch payments are sent with the students, they should be in a sealed envelope with the student's full name and the teacher's name listed on the outside. **Families carrying over a \$200 negative balance must make arrangements to pay their bill in full or the district will file with the small claims court to collect the past due account.**

Attendance

Good attendance is necessary for school success. If a student is to adequately comprehend the schoolwork required of him/her, it is extremely important that regular school attendance be maintained. It is the responsibility of the parents to see that your child is at school every day he/she can be. If your child is vomiting and/or running a temperature of 100 degrees or above, please keep your child at home (see page 8 – Communicable Disease).

Parents need to call the school by 9:00 a.m. if a student will not be in attendance. The school will then excuse the absence if the excuse is for a valid reason. It will be an unexcused absence if the school is not notified. The following are valid reasons: illness of the student, serious illness or death of an immediate family member, family emergency, and medical appointments.

Your child should not be taken from school unless absolutely necessary. Please make every attempt to schedule trips when students are on vacation from school. All dental and doctor appointments should be scheduled after school hours if at all possible. The Principal is the official Truancy officer for the building and is required to report to appropriate state agencies if a student has excessive absences.

The building principal shall report students who are inexcusably absent from school. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year. (BOE Policy, JBE)

Prior to reporting to the S.R.S., the student's parent(s) or guardian will be notified that the student's failure to attend school without a valid excuse shall result in the student being reported truant. The Board of Education Policy JBE on attendance is available in the office.

The Tardy Bell rings at 8:05. Tardies make it difficult for students to keep up with their schoolwork and interferes with the learning opportunities of other students. After a student's third tardy, they will make up the number of minutes they were late either during recess or after school at the teacher's discretion. If students do not show up for this detention, the time will be doubled.

Students with perfect attendance for the entire school year will be recognized at the end of year assembly.

Make-up Work

Anytime a student is absent, they will be expected to make up all work missed. Unexcused absences may result in no credit for make up work. It is the student's and family's responsibility to make arrangements with the teacher. The student will be granted the number of days absent, plus one day, to make up work. If parents request make-up work by 8:30 a.m., it will be available in the student's homeroom classroom from by 3:00 p.m.

Parents may pickup assignments for the time a student is suspended from school. To receive credit for this work, it must be completed and turned in the day the student returns from the out of school suspension.

Homework

Homework is a very important part of your child's education. Please take the time to assist your child each evening with their lessons. Kindergarten to second grade children will have a reading assignment most evenings. Older students may have a variety

of homework assignments. Please assist them with it and provide a quiet place for them to complete their homework. Please check your child's book bag for assignments and notes from the teacher. We also request that you sign the intermediate student's planner and return it to school the next day. We believe the responsibility of returning all books and homework to school each day is your child's however your cooperation in this would be most helpful.

Honor Roll

Students in grades 4, 5, and 6 receive letter grades for all subjects – including vocal music, band, PE, and Library. A student will be recognized for the following honor rolls if they meet the guidelines.

Superintendent's Honor Roll.....All A's

Principal's Honor Roll.....All A's and B's

Parent-Teacher Conferences

There will be parent-teacher conferences after the end of the 1st and 3rd nine weeks. Please check the school calendar and/or the district website for dates and times for this school year.

Cheating / Academic Dishonesty

Academic integrity is very important in the school setting. The staff members work hard to encourage students to do their own work. Acts of cheating/plagiarism include, but are not limited to: 1) use of unauthorized material, information, or documents, 2) theft of information, 3) turning in work that is not their own, 4) turning in work they know to be graded incorrectly, and 5) taking an Accelerated Reading quiz or other computer assignments for another student. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

Detention

Students may be detained after school to complete late assignments and/or for misbehavior during the school day. If the student rides the bus, the parents will be contacted the day prior to the actual detention. A student who does not ride a bus

may be detained if the teacher or the principal contacts the parents before the end of the school day.

Summer School

Summer school is provided for students in grades 1-6. Students are recommended based on multiple indicators including classroom performance and state assessments. **Students performing at the “Academic Warning” and “Approaching Standards” levels on state assessments will be required to attend summer school if there is funding. Summer school will be held in August** prior to school starting.

School/Home Communication

Students in the intermediate grades will be provided with planners. These planners are provided not only as a time management tool, but also as a communication device between parents and school. Students will be expected to complete their planners on a daily basis. The parents should check planners each evening, sign, and return. If a student loses their planner, they will be charged \$5.00 for the replacement planner. Students in the primary classrooms will have communication folders that will be sent home on a regular basis. Replacement fee for communication folders will be \$2.

The school office will attempt to let all parents know of upcoming events at school. This is done through the calendars, newsletters, memos, and the district’s website. Notes/flyers from other organizations may be sent home from school if approved by the principal and the organization handles all the logistics (copies, distribution, collection, etc.).

Cafeteria

Our school participates in the "National School Lunch Program." We encourage all students to enjoy a nutritious breakfast and lunch. Our goal is to provide students with nutritious meals. Monthly menus are posted on the district website, www.usd507.org and will be sent home with students. Students are to remain at school during the recess and lunch periods. Students may bring a lunch from home, but no soft drinks are allowed. (Nutrition and Wellness Policy) Students who have milk or food allergies must have the

allergy documented by a recognized medical authority. For more information contact the school nurse.

Visiting School

Students may not bring friends, former students, cousins, brothers, sisters, etc. to school for purposes of attending class for all or part of a school day. Parents /guardians or other adults who wish to visit a classroom must make prior arrangements with the teacher and the building principal. Children will not be allowed to accompany the adult on such visits.

Any parent, friend, or relative wishing to eat with a student must contact the office before 9:00 a.m. to make lunch reservations.

Class Parties

Individual classrooms observe celebrations and holidays throughout the school year. Students who do not wish to participate in these celebrations and holiday activities may be excused by their parent/guardian. NO presents, flowers, or balloon bouquets for students should be delivered or brought to school. Student party invitations cannot be handed out at school unless the entire class receives an invitation.

Field Trips

Field trips are planned in advance so that parents can be notified of the destination and plans. Parents will sign permission slips for field trips the week before the field trip. Depending upon the nature of the field trips, small fees may be required. Students are to be on their best behavior, as this is a USD 507 sponsored event. Field trips are a privilege, not a right. Misbehavior by a student may result in the student missing the field trip.

Withdrawal from School/Transfer

Any student withdrawing from school during the year must check out through the office. A check out sheet will be issued to obtain the necessary signatures. All books and equipment must be accounted for and all fees must be paid.

Telephone Use and Messages

The school's telephones are for business use. Students are not to use it, except in certain emergency situations. Calling home for a ride is not an emergency. Organize your child's day and after school activities before they leave for school in the morning. Please do not call the school with messages regarding where the student is to go after school unless it is an emergency situation. Students will not be called to the phone, if it is an emergency the message will be delivered to the student as soon as possible. Messages for teachers will be placed in their mailbox and/or delivered during their plan period.

Concerns in the Classroom

It is our goal here at Satanta Grade School to provide a classroom environment that every student can learn in. If you have a question or concern in your child's classroom please contact the classroom teacher. You can reach and/or leave a message for the teachers at 649-2612 during school hours. If after talking with the classroom teacher, you are not satisfied with the outcome you can contact the principal at school. The chain of command for concerns and complaints is as follows: 1) contact teacher, 2) contact building principal; 3) contact superintendent; and 4) contact Board of Education. By working together we can make our school a success.

Behavior/Conduct

Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas's law allows the school district to hold students accountable for their behavior while they are on school district property and at all school sponsored activities including concerts and ballgames at the Junior Senior High School. When attending events, students are to be under the supervision of a parent/guardian and watching the events.

To create a safe and learning environment for all students in our school, there must be mutual respect among administrators, teachers, staff, students, and parents. Every teacher and staff member has direct authority over all students in the building. Refusal to

respect this authority shall be considered as insubordinate conduct and will be dealt with accordingly.

The teachers will establish, communicate, and teach classroom procedures that will provide a learning environment for all students. The principal and teachers will also communicate and teach procedures for the appropriate behavior in hallways, restrooms, lunchroom, playground, and school grounds.

Continuous referrals to the office for misbehavior could result in any one or a combination of the following: 1) time out in the office, 2) missing recesses, 3) separated at lunch, 4) detention, 5) in school suspension, 6) parent conference, 7) referral to other agencies, 8) short term suspension, and 9) long term suspension and/or expulsion.

Bullying

Bullying means: Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 507 will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their

behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

The students will be trained in the 3 R's of bullying prevention.

1. Recognize bullying.
2. Refuse to take part in bullying activities.
3. Report bullying to an adult.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Offenses over time may result in discipline up to and including suspension and/or expulsion. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Care of Property

Students are expected to refrain from marring desks, tables, hall lockers, walls, floors, and other acts that destroy public property. All books and equipment checked out in the name of the student are the responsibility of that student. Any acts of vandalism or destruction of school property may result in payment for damaged property, restitution by cleaning, detention, and possible short-term, or long-term suspension or expulsion.

Lockers

Intermediate students will each be assigned a locker. Students are not to change lockers without approval from the office. Lockers are school property and should be taken care of. Lockers should be kept clean and neat, as well as free from graffiti, stickers and writing. Students assigned to the locker will pay for any damage or writing on the locker.

All books and equipment not in use should be kept in the student's locker. Students are advised not to keep money or valuables in their locker. The school is not responsible for lost or stolen items. Locker decorations are subject to administrative approval.

Spot locker inspections may be made to insure that the lockers are maintained in a neat, orderly manner. Lockers will also be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students.

Toys, Items from Home, and Candy

It is suggested the student leave toys and other personal items at home. Students are also encouraged not to bring valuables or money to school. The school will not assume responsibility for the loss of personal items.

Students may not possess radios, CD players, MP3 players, electronic games, televisions, water guns, toy weapons and other similar items on school grounds or at school activities. Students will be asked to return these items to their residence and not bring them to school. In extreme cases, the item(s) will be held in the office until a parent is able to collect it/them.

Cell phones and pagers should not be brought to school. If they are brought to school they will be given to the principal and the parent will have to pick them up from the office.

Candy, chewing gum, sunflower seeds, etc. are not allowed during school hours or on school property.

Snowballs

Snowballs are not permitted at school because of the danger of personal injury. Students caught throwing snowballs are subject to disciplinary action.

Dress Code

Appearance does affect the learning atmosphere of a school. Student dress during school days and school related regular activities should be neat and reflect a positive attitude. Another major concern is that students have the proper clothing for various weather conditions. All children are expected

to go outside unless it is raining or extremely cold.

General guidelines include:

- Children need warm clothing, gloves, hats and boots for winter wear. Students wearing shorts on colder days will be kept inside during recess.
- Students should wear shoes that will allow them to take part safely in the daily Physical Education classes and recess i.e., **no flip-flop sandals, wedge heels, wheelies, or house shoes.**
- Students are to dress in a manner consistent with accepted community standards of good taste and decency.
- Students may be asked to change clothes if the following is noted:
 - Apparel, which is excessively short or excessively tight.
 - Bare midribs and other types of revealing clothing, (this includes tank tops with large armholes revealing large amounts of bare skin or undergarments).
 - Slang sayings on shirts that are deemed inappropriate.
 - Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, spaghetti straps, etc.)
 - Student dress that may be restrictive, dangerous, or distracting to the education of themselves and other students.
 - Sagging is unacceptable. Pants must be kept above the hips.
 - Sunglasses, hats, scarves, and bandannas should not be worn in school except for a medical and/or religious purpose.
 - Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors.

Lost And Found

Each year many lost coats, gloves, hats, etc. are brought to the lost and found box located in the foyer. Please, put your child's name in clothing and bags so that items can be returned. Unclaimed items will be donated to charity at the end of the school year.

Student Health and Well-Being

Illness at School

If a student becomes ill at school, the proper procedure is that the student should report directly to the school office; the school office will refer the student to the school nurse. The nurse will determine whether the student should be excused from school.

The school nurse's hours will be posted by the nurse's office. The nurse welcomes students' questions and requests for answers to health concerns but cannot diagnose conditions. If a student becomes seriously ill or is injured at school the nurse will notify the parents. If a parent or guardian is not available, then the school will contact the emergency contact numbers and/or refer to the release for medical treatment form. Please update home and work phone numbers and provide cell phone numbers if available. Students cannot be sent home without parental or guardian permission and must check out through the office.

Student Medication at School

The school does not provide any medication including Tylenol, lip balm, and cough drops. Students that have a need to take medication at school must have a note signed by a parent giving the nurse permission to administer over the counter medication and a signed doctor's orders for prescription medications. Forms are available from the nurse. Doctors may fax an order to the school at 649-2627 or send an order with the medication. All medication must be in the original container with recommended dosage or in a current prescription bottle. NEVER send medication to school in an unmarked container.

Recess /Outdoor play/Physical Education

Whenever possible, students will go out for recess. There will be times, however, when weather prevents that from occurring. Please see that your child is prepared for weather changes, so that he/she may attend recess comfortably. The office carefully monitors the weather in order to make decisions regarding safe outdoor play. Therefore, we expect all students to have proper clothing for winter outdoor play. Students will not be sent outdoors in severe weather (rain, snow, high winds, drastic wind-chill).

Generally, students well enough to be in school are well enough to be included in outdoor activities and physical education. All students will be required to go to physical education class and recess. A statement from a parent or guardian is needed before a pupil is excused from physical education for one day. Longer periods of not participating in physical education and/or recess will require a note from a doctor.

Communicable Disease

In order for your child to be available for learning and to control communicable disease in school, it is very important to keep your child at home for the following reasons:

- Has a temperature of 100 degrees or more. Your child should remain at home in bed and should be fever free for 24 hours before returning to school
- Has had diarrhea or vomiting during the night into the morning. Your child should remain home for 24 hours after the last episode before returning to school.
- Has a moist, productive cough, chest congestion, sore throat, or discolored nasal discharge.
- Has red, swollen eyes that itch, burn, and have a white discharge (wake up with eyes matted shut). Following a diagnosis of conjunctivitis or pink eye, the child may return to school 24 hours after the first dose of prescribed medication has been taken.
- Has been diagnosed with a strep infection. Your child should be on an antibiotic for 24 hours before returning to school.

- Has the chicken pox. Your child cannot be admitted to school until it has been at least six (6) days since the first vesicle (pox) appeared and each lesion is fully encrusted.

Head Lice

When a child is discovered to have lice at school, he/she may be sent home at the end of the day with a proviso that he/she begin treatment prior to return, as required by state regulation. The American Academy of Pediatrics recommends that a child be allowed to return to school after the first treatment. The Kansas state regulation does not require the child to be nit-free to return to school. Students must report to the nurse when returning from head lice treatment to be checked before returning to class. Handouts are available from the nurse's office on how to treat and what products to use.

Immunizations

Kansas Law requires students to be compliant with immunization requirements and to provide that information to the student's school. The "Recommended Childhood and Adolescent Immunization Schedule" is available from the school nurse. Non-immunized students shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school.

Animals in the School

Animals will not be allowed to be brought into the school unless the teacher and/or principal have requested it for educational purposes. Any animal that is brought into the school must be appropriately inoculated, housed, humanely cared for, and properly handled.

Animals (warm blooded mammals) capable of carrying rabies must be inoculated at the student's expense before the student may bring the animal to school unless prior verification of inoculation is provided. Handling by students must be on a voluntary basis. ***Under no circumstances are animals to be transported on school buses.

Fire Drills

According to state regulations, fire drills will be held once a month. The signal for a fire drill will be a continuous blast on the emergency buzzer. Students are to leave everything and proceed quickly and quietly in an orderly manner to the designated area that is posted in each classroom. The last person out of the room should turn out the lights and close the door. When possible, students are to go a minimum of 150 feet from the building. The all-clear announcement will be made by the staff and/or over the intercom. At this time students and staff may enter the building. Students who unlawfully activate fire alarms or impede the progress of any safety drill will be subject to discipline, which may include involving the police.

Tornado Procedure

Tornado drills will be held at least three times per year in accordance with state regulations. Notification of a tornado drill will take place over the intercom. In the event of a tornado drill, leave everything where it is and proceed in a quick, orderly manner to the designated area. Remain calm, alert, and in the "tornado drill position." Remain quiet so that all announcements may be heard. When the tornado alert is lifted, an announcement will be made over the intercom.

Drug and Alcohol Policy

All students have a right to attend school that is safe and drug free. Therefore, the staff at Satanta Grade School follows the drug and alcohol policy of USD 507. Parents and students may review the USD 507 drug and alcohol policy in the office.

Weapons

Weapons of any kind are not allowed on school property. The Board of Education Policy JCDBB is available in the office.

Search and Seizure

The staff at USD 507 has the right to look into students' lockers, bags, crates, desks, etc. if they have reason to believe that they contain something that makes the school unsafe. School desks and lockers are the property of USD 507. Students do not have an expectation of privacy for the contents. The administration

may inspect them at regular intervals or when deemed necessary.

Pick Up and Delivery Procedures

Students come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

In the morning, the school buses unload students from the back parking lot and bus students will use the double door entrance into the gym. Cars should not use the bus-loading zone from 7:45-8:05 a.m. and 3:00 – 3:30 p.m. Breakfast is served from 7:35-7:55 a.m.

Students not eating breakfast should arrive no earlier than 8:00 a.m. Parents are to drop students at the front of the building.

Preschool students should be escorted to the classroom.

At the end of the day, students will exit from the door(s) closest to their classrooms. If they are to walk with siblings, please arrange a place for them to meet. Parents picking up students should park in the front of the school and not use the back parking lot where the buses load.

Parents need to model the correct use of crosswalks and remind students to use the crosswalks.

Bicycles and / Or Scooters

Bicycles and/or scooters may be ridden to school but not ridden during school hours on school grounds. If your child rides to or from school, they should be supervised until you as a parent are satisfied with their performance. Once at school they should push their bicycles to the racks provided and park them. Bike racks are located by the 5th and 6th grade doors. The school is not responsible for lost or damaged bicycles.

School Bus Procedures

Only regularly scheduled bus students are to ride the buses.

Families will be given an estimated arrival time. Because of road conditions, the number of students riding, etc. the arrival time can vary from approximately five minutes earlier to five minutes later than the estimated time. So students should be ready five minutes prior to the arrival time.

Students are to walk to the bus.

The driver is in full charge of students when they are riding, loading, and/or unloading the bus. Students must obey the driver promptly.

Students must keep arms and hands inside the bus and stay seated facing the front at all times. Aisles, doors, and emergency exits are not to be blocked at any time.

Rough conduct or fighting will not be permitted.

Students may talk in a normal tone. Profanity and yelling are absolutely prohibited.

No food or drink is allowed on the bus or in the loading area.

Vandalism of any kind will not be tolerated.

No animals, firearms, knives, or weapons of any kind are allowed.

Any student wishing to ride a different bus must have a note signed by their parent and the principal.

The following discipline procedure will be used on all school buses and in the loading areas: If a student breaks one or more of the bus procedures, the bus driver will give a verbal warning. If a second offense occurs, a "bus discipline notice" will be given to the student to take home. A parent must sign the notice before the student can ride again. After three such notices, the student will lose riding privileges for one week. Additional offenses may result in permanent loss of bus riding privileges.

Bad Weather and Mud Routes

In case of bad weather and/or emergency situations, please listen to local radio and television stations for school information about mud routes, delays, and/or school closings. Please discuss with your child what to do in case of early dismissal. To inquire about mud routes parents should call 649-1237 or check the district's website. Parents needing other information about transportation should call 649-2937.

Character Counts

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing

Respect

Treat others with respect • Use good manners, not bad language • Be considerate of the feeling of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Obey laws and rules • Respect authority • Be a good neighbor

QUICK REFERENCE PAGE

- ❑ Encourage regular **ATTENDANCE**. Call the school secretary at 649-2612 to report an absence by 9:00 a.m.

- ❑ Please tell your child what to do in case of **BAD WEATHER**. To inquire about mud routes call 649-1237 or check the district's website, www.usd507.org.

- ❑ Students must be **CHECKED OUT and IN** through the office when leaving the building during school hours.

- ❑ Students are to **REMAIN** in the building and on the school grounds during **LUNCH AND RECESS**. Students may bring a sack lunch from home if they do not like the school lunch. **SOFT DRINKS ARE NOT ALLOWED**. (Nutrition and Wellness Policy)

- ❑ Please do not encourage **FIGHTING**. We teach students that there are other ways to resolve problems rather than hitting. Students who choose to fight will receive immediate and appropriate disciplinary action. All students will receive consequences regardless of who started the incident.

- ❑ Please do not **INTERRUPT** a class to talk to a student or teacher. All visitors are to report to the office.

- ❑ The school cannot give **MEDICATION** to your child without proper authorization.

- ❑ **WEAPONS** of any kind are not permitted at school.

- ❑ Other than with immediate family, the staff cannot let your student leave the school without **WRITTEN PERMISSION** from the parent or guardian.

- ❑ Students **not meeting standards** are required to attend summer school.